

Government of Pakistan
Ministry of Commerce

No. 13(13)/2008-Admn.III

Islamabad, the 6th December, 2012


OFFICE MEMORANDUM

Subject: **DRAWING UP A PANEL OF EXAMINERS FOR 12 GROUPS/
SERVICES FPO EXAMINATION CONDUCTED BY THE FEDERAL
PUBLIC SERVICE COMMISSION**

The undersigned is directed to convey that Federal Public Service Commission is in the process of drawing up a panel of Examiners to conduct FPO Examination of Probationers of Commerce and Trade Group.

2. Interested officers willing to be nominated in the panel of examiners are requested to send in their nominations to this Ministry latest by 13-12-2012 on the prescribed Proforma by FPSC. The Proforma and the list of subjects can be downloaded from the following web-site:

www.commerce.gov.pk


(Maheen Arshad Khan)
Section Officer
Ph: 9202956
Fax: 9205241

Distribution as per list attached.


(Maheen Arshad Khan)
Section Officer
6/11

FEDERAL PUBLIC SERVICE COMMISSION
BIO-DATA FORM (For Panel of Examiners)

Photo-copy of this form may also be used, if required

1- Name: _____ **2-** Father's/Husband's Name: _____
3- Date of birth: ____/____/____ **4-** Superannuation date: ____/____/____

5- Main Subject(s)/paper(s) In which interested
(Select from the list of papers of FPSC examinations)

(i) (ii) (iii)	Space for Photograph
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6- Subject, branch of specialization for setting question paper of degree/post-graduate standard

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7- Qualifications:

Academic Qualification	Subjects at M.A/ M.Sc./Ph.D level	Class/Grade obtained	University from where Degree(s) obtained	Research work/ Publication, if any

8- Occupational/Professional Experience:

Department	Occupation/ Designation	Grade/BPS from 17 to onwards	Date		Any other information desired to be mentioned i.e. Training, etc.
			From	To	

9- Residential/Official Address:

(i) Official Address Tel: (Off) Mob # E-mail	(ii) Temporary Address Tel: (Res) Mob #	(iii) Permanent Address Tel:
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Name & Address of	
Immediate Officer	Ultimate Officer
(i)	(ii)

11

Name & Address of referees	
(i)	(ii)

12- Giving tuitions to the candidates and/or running coaching center for preparation of candidates of CSS Competitive Examination or attached with any Services Academy (CTP/STP) Yes/No

Note: Any change in address, telephone number, etc. should be communicated to Director (Secrecy), F.P.S.C. only.

Date: _____ Signature: _____

13- Recommendations of the forwarding authority, if required.

Date: _____ Signature: _____

Affix stamp:

Examination: **OFFICE MANAGEMENT GROUP PROBATIONERS FPO EXAMINATION**

LIST OF SUBJECT/PAPERS

Sl. No.	Subject
1.	Rules of Business, Paper-I&II
2	Secretariat Instructions & Office Procedures, Paper-I&II
3.	Secretariat Noting & Drafting, Paper-I&II
4.	Financial Rules, Paper-I&II
5.	Personnel Administration & Service Rules, Paper-I&II

Police Service of Pakistan

1	The Pakistan Penal Code , Paper-I&II
2	The Criminal Procedure Code , Paper-I&II
3	The Criminal Procedure Code , Paper, I&II
4	The Qanun-e-Shahadat/Islamic Laws, Paper-I&II
5	Local & Special Laws, Paper-I&II
6	The Police Rules, Paper-I&II
7	Forensics & Medical Jurisprudence

Postal Group

1	Legislative Enactments (Paper-I & II)
2	Discipline and Establishment (Paper-I & II)
3	Postal Operations (Paper-I & II)
4	Postal Accounts (Paper-I & II)
5	Civil and Criminal Laws (Paper-I & II)

Foreign Service Group

1	Diplomatic Theory Practice & Protocol
2	International Organization
3	International law
4	International Politics
5	International Economics
6	Pakistan's Foreign Trade
7	Pakistan's Foreign Policy and External Relations

District Management Group

1	Public Administration & Management-I & II
2	Economic Development & Social Change
3	Local Government System I & II
4	Local Government Finance & Planning
5	Urban Development
6	The Qanoon-e-Shahadat
7	Constitution, Administrative and Special Laws
8	Land Revenue Laws
9	Civil Procedure Code (With Bare Acts Plus General Clauses Acts and Limitation Act). Criminal Procedure Code (With Bare Acts) Pakistan Penal Code

PAKISTAN AUDIT AND ACCOUNT SERVICE GROUP

1	Financial Management
2	Public Sector Financial Management
3	Financial Accounting
4	NAM (With Books)
5	Cost & Management Accounting
6	Services Financial Rules (With Books)
7	Business Laws & Taxation (With Books for Income Tax Ordinance-2001 and Sales Tax Act)
8	Quantitative Techniques (With Books)
9	Financial Audit Manual
10	Organizational Behavior

COMMERCE AND TRADE GROUP

1	International Trade Theory.
2	Pakistan's Economy & Foreign Trade, Paper-I&II
3	Multilateral Trading Systems, Paper-I&II
4	Trade Development in Pakistan : Public and practice, Paper-I.
5	Regulatory framework of Business in Pakistan.
6	Global Marketing & Export Management, Paper-I&II
7	General Management, Paper-I.
8	Information System & Technology, Paper-II
9	Office Management, Paper-III

Railway (C&T) Group

1	Transportation (Theoretical/Written), Paper-I
2	Transportation (Oral), Paper-II
3	Transportation (Practical), Paper-III
4	Commercial Coaching (Theory Written), Paper-IV
5	Commercial Coaching (Practical/Written) (Calculation of charges)(With Reference Books), Paper-V
6	Commercial Coaching (Oral), Paper-VI
7	Commercial Good (Theory/Written), Paper-VII
8	Commercial Goods (Calculation of charges) (Practical/Written) (With reference books), Paper-VIII
9	Commercial Goods (Oral), Paper-IX
10	Personnal (Written), Paper-X
11	Electric Traction, Train Lighting and Air- Conditioning (Written), Paper-XI
12	Vacuum Brake and AB/C & W Safety (Written), Paper-XII
13	Vacuum Brake & A,B/C & W Safety (Oral), Paper-XIII
14	Special Lectures (Written), Paper-XIV

Military Land and Cantonment Group

1	Cantonment Administration, Paper-I&II
2	Land Administration & Civil/Criminal Laws, Paper-I&II
3	Urban Planning & Management, Paper-I&II
4	Environment, Public Health and Horticulture, Paper-I&II
5	Environment and Public Health
6	Information Technology
7	Office Management: Rules, Procedures and Policies, Paper-I&II

Pakistan Custom and Excise Group

1	Customs Act, 1969 , Paper-I & II
2	Customs Rules & Associated Laws, Paper-III
3	Customs Tariff and Trade , Paper-IV
4	Sales Tax 1990, Federal Excise Act, 2005; Income Tax Ordinance, 2001, Paper-V
5	Enforcement Law, Paper-VI.
6	Information Technology, Paper-V Part-(A&B)

Inland Revenue Service Group

1	Income Tax ordinance 2001 and Income Tax Rules,2002, Paper, I&II
2	Examination of Books of Accounts & Taxpayers Investigation.
3	Accountancy
4	Sales Tax Act 1990/ Sales Tax Rules 2006 and Federal Excise Act 2005 Federal Excise Rules, 2005
5	Other Acts & Service Rules
6	Information Technology

Information Group

1	Mass Communication, Paper, I&II
2	Journalism, Paper, I&II
3	Current Affair
4	Public Relation
5	English